

ANNUAL SOLID WASTE MANAGEMENT REPORT **for Municipalities and DEP-licensed Transfer Stations and Landfills**

To eliminate duplicative reporting, the Maine Department of Environmental Protection (DEP) and the Maine State Planning Office (SPO) have created a combined DEP/SPO solid waste annual report form. Using this form, you file one report to meet both DEP and SPO solid waste reporting requirements¹. The form is available on line at www.recyclemaine.com and at www.maine.gov/dep/rwm/application_forms. You can complete the form either electronically or by hand. The completed forms must be copied and mailed to the DEP.

Who should fill out the combined report form?

- All municipalities and regional programs or entities representing two or more municipalities, managing MSW through their licensed Transfer Station.
- All municipalities and regional programs or entities representing two or more municipalities, managing MSW through their licensed Landfill, including Bath, Brunswick, Hatch Hill Region, Tri Community Sanitary Landfill, Presque Isle, and Lewiston
- All municipalities and regional programs or entities representing one or more municipalities, which are managing MSW without a licensed facility, but through either public curbside collection or contracted and/or subscription, based private service.

Which sections of the combined form do I need to complete?

- Entities submitting on behalf of one or more municipalities managing MSW through their licensed Transfer Station, complete Sections 1-5.
- Entities submitting on behalf of one or more municipalities managing MSW through their licensed Landfill, complete Sections 1-4 and 6.
- Entities submitting on behalf of one or more municipalities, which are managing MSW without a licensed facility, complete Sections 1-4 only.
- Privately owned licensed Transfer Stations not submitting on behalf of municipalities complete Sections 1-3 (as applicable) and 5.
- Privately owned and state owned Landfills not submitting on behalf of municipalities complete Sections 1-3 (as applicable) and 6.

General instructions for completing the form:

All data should be for calendar year 2009 (January 1 - December 31). Always include the destination (facility, broker, or end user) of the materials you are reporting on the form. Please report all data in tons. If weight data is not available to you, you may use Appendix A to convert volumes to tons. If you cannot report in tons, tell us the volume or number and the unit of measure, e.g., cubic yards, pieces.

¹ Please refer to 38 MRSA Chapter 24, Section 2133, paragraph 7 for the annual reporting requirement for municipalities, and 38 MRSA, Section 1310-N, sub-§6-D for the annual reporting requirement for licensed solid waste facilities.

Assistance with Report

For assistance on Sections 1-4

If you have less than a full year's data, or you are unsure where or how a material should be reported and need assistance, please contact SPO at 207-287-6077 or the following

Lana Laplant-Ellis - 207-287-1489 (lane.laplant-ellis@maine.gov)

Rhonda Carl, - 207-287-6077 (rhonda.carl@maine.gov)

Sam Morris, - 207-287-8054 (sam.morris@maine.gov)

For assistance on Sections 5 and 6

For assistance with these sections, please contact your DEP project manager at:

Southern Maine Regional Office – 207-822-6300

Eric Hamlin (eric.p.hamlin@maine.gov) , Randy McMullin (randy.l.mcmullin@maine.gov)

Central Maine Regional Office - 207-287-3901

Mike Parker (michael.t.parker@maine.gov), Aaron Dumont (aaron.a.dumont@maine.gov),

Linda Butler (linda.j.butler@maine.gov), Bill Butler (william.w.butler@maine.gov)

Eastern Maine Regional Office – 207-941-4570

Cyndi Darling (cyndi.w.darling@maine.gov) , Karen Knuuti (Karen.knuuti@maine.gov)

Northern Maine Regional Office – 207-764-0477

Lou Pizzuti (lou.s.pizzuti@maine.gov)

Submit two (2) copies of your completed form with the required annual report fee (if any) by April 30, 2010 to:

Vicky Bryant,
Maine Dept. of Environmental Protection
17 State House Station
Augusta, Maine 04333-0017

If you are submitting an annual report for a landfill, you must submit three copies to this address.

GUIDELINES FOR REPORTING MATERIALS

Section 1

Municipalities and facilities manage different types of waste in various waste stream configurations. When filling in Table 1, fill in amounts for the waste types that best represent your waste stream configuration, and mark “N/A” for all other waste types listed. For example, if you manage “mixed recyclables/single-stream”, you fill in amounts on this line, and mark “N/A” in the rows for the separate materials included in your single stream (e.g., all glass, all household metals, etc.)

The form asks for a break out of commercial versus residential sources of materials listed under Section 1.

- Please report all amounts in tons. Refer to Appendix A for conversion factors.
- If the two sources are mixed and separate data is not available, please record the mixed number under the residential column, and write or enter the letter “M” (for mixed) in the commercial column.
- If you have information on materials residential sources only, please enter “0” in the commercial column.
- If you leave a space blank it will be recorded as “0”

The word “Destination” at the top of the third column means:

- The disposal or processing facility where the materials are sent;
- The end user of the material, such as a known mill or for example the residents or local public works may be the “end user” of compost or wood chipped for mulch; or
- For recyclables that are marketed through a third party, which broker handled the marketing for you.

This means that in the “Destination” column, you should list the disposal or processing facility, the recycling broker, or the end user.

GUIDELINES FOR REPORTING MSW and CDD

The definition of **Municipal Solid Waste (MSW)** "Municipal solid waste" means solid waste emanating from household and normal commercial sources. “Commercial waste” means solid waste generated by stores, offices, restaurants, warehouses, and other non-manufacturing, non-processing activities. MSW does not include liquid waste of any kind.

Do not report the disposal or recycling of these wastes in your Solid Waste Report:

Agricultural waste (e.g. manure, crop residue)

Asphalt pavement

Auto Bodies

Ditching material

Fish residues and discards

Inert materials (e.g. road sand, fill, granite curbing)
Sawdust and lumber mill waste
Septage and sludge from public treatment plants.
Industrial waste (waste from a manufacturing process)

The definition of **Construction or demolition debris (CDD)** means solid waste resulting from construction, remodeling, repair, and demolition of structures. It includes but is not limited to: building materials and discarded furniture. **The report no longer uses the term Bulky Waste or Mixed Bulky Wastes.** This waste should be reported under mixed CDD.